

## Fix This Writing!

# Tips



Four research-backed tips for writing choices that make you sound **more professional**. Trimming matters!

Tip

**01**

### Remove Expletives

**Simple Fix!** Eliminating **There were** and **It is** at the front of sentences makes you “sound more professional.”

Tip

**02**

### Remove Redundancies

**Every Word Counts.** Look closely for **redundant words**—even when they appear in different sentences or paragraphs—and cut them.

Tip

**03**

### Remove Qualifiers

**Another Easy Fix.** Use adjectives (e.g., **some** or **sufficient**) only when their meaning is central to your message.

Tip

**04**

### Remove Non-Requisites

**Be Ruthless.** Remove other phrases like clichés, which are **not required** to convey your meaning. Prune them.



Leslie O'Flahavan  
E-WRITE  
[leslie@ewriteonline.com](mailto:leslie@ewriteonline.com)

Kim Sydow Campbell, PhD  
Pros Write  
[dr.kim@proswrite.com](mailto:dr.kim@proswrite.com)



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